

General Personnel and Salary Policies

GENERAL

It is the policy of the Department of Criminal Justice Services that grant funded Victim/Witness Program Director, Victim/Witness Program Assistant Director, and Victim/Witness Assistant jobs be assigned to salary grades that are competitive with comparable jobs in the relevant labor market and internally equitable with existing funded positions. This policy is subject to the financial capabilities of the Department of Criminal Justice Services. A sub-grantee may supplement funds awarded.

The grant funded portion of any requested annual salary of any victim/witness program staff may not exceed the grade and step provisions outlined in the effective salary scale and general personnel and salary policies.

A. Salary Scale Structure Adjustment

DEFINITIONS

Structure Adjustment: A uniform percentage change applied to the salaries of all grant funded employees and to all salary steps to maintain a competitive position in the labor market.

DETERMINATION OF FY2002 SALARY

Because the General Assembly adjourned on February 24, 2001 without finalizing amendments to the state budget, the size and timing of salary increases, if any, is unclear. Final information regarding salary increases will be posted to the DCJS website (www.dcjs.state.va.us) when it becomes available.

The attached salary scale reflects salaries which became effective December 1, 2000 (see Attachment 2). This scale will remain in effect throughout FY2002, unless the state budget is amended.

Should the state budget be amended to include salary increases for the state workforce, DCJS will support salary increases of the same average size and at the same time as increases provided to the state workforce.

This policy is consistent with the recommendations of The Victim/Witness Funding Workgroup, convened by the Secretary of Public Safety.

As indicated above, final information regarding salary increases will be posted to the DCJS website (www.dcjs.state.va.us) when it becomes available. Applicants may begin developing their grant budget requests using their current salaries, as outlined in Attachment 2. Prior to submitting their final applications, grant applicants are strongly encouraged to check the website to determine whether salary increases will be supported.

To determine your FY2002 salary follow these steps.

STEP 1

- **Locate your approved 12 month FY2001 salary in column 2**

STEP 2

- **Locate and request the salary on the same step in column 3.**

REQUIRED DOCUMENTATION

Sub-grantees requesting grant funds to support salary must document:

The name of the person in the position (if possible);

The number of hours to be worked during the year (full-time = 2080), and;

For currently grant funded staff, the total current annual salary.

B. Starting Pay

GENERAL

Contingent upon funds availability and successful grant application, it is the policy of the Department of Criminal Justice Services (DCJS) to allocate grant funds to pay the minimum sufficient salary that will attract suitably qualified applicants for

job openings consistent with the provisions set forth below. A sub-grantee may supplement funds awarded.

RESTRICTIONS ON USE OF GRANT FUNDS

A sub-grantee must obtain written approval from DCJS before allocating grant funds for a starting salary at step 2 or above of a salary grade.

Should a sub-grantee wish to amend its latest approved budget to alter the amount of grant funds allocated to salary and/or benefits, the sub-grantee must submit a Budget Amendment Request Form to DCJS detailing the proposed changes. In addition, the sub-grantee must submit a revised budget and budget narrative which fully explains and justifies the proposed changes.

After issuing the Statement of Grant Award/Acceptance, DCJS will not increase the amount of the award. In rare cases, exceptions may be made if compelling justification is presented by the sub-grantee and funds are available.

DEFINITIONS

Inexperienced Applicants: Those applicants who possess minimum applicable qualifications and/or no applicable experience.

Limited Experience Applicants: Those applicants who possess minimum applicable qualifications and/or applicable experience.

Fully Experienced or Exceptionally Qualified Applicants: Those applicants who possess exceptional applicable qualifications and/or extensive applicable experience.

EXPERIENCE/QUALIFICATIONS GUIDELINES

Inexperienced applicants should normally be started at step 1 of a salary grade.

Limited experience applicants should normally be started at step 1, 2 or 3 of a salary grade.

Fully experienced/exceptionally qualified applicants should normally be started at step 1, 2, 3 or 4 of a salary grade.

Note: Written approval must be obtained from DCJS before allocating grant funds for a starting salary at step 2 or above of a salary grade.

TEN PERCENT GUIDELINE

In normal situations, the starting pay step should not exceed the applicant's final pre-employment salary by more than approximately ten percent (10%).

EXCEPTIONAL ACTION GUIDELINES

Persons judged to be fully experienced or exceptionally qualified by agency human resource officers may be started at steps 5 through 20 provided such starting salaries do not exceed employees' pre-employment salaries by more than approximately ten percent (10%). Such exceptional actions shall not be the basis for adjusting the salaries of any other grant funded agency employees.

A sub-grantee may request exceptions in situations where it is necessary to pay a greater starting salary than permitted by these guidelines, when:

Unusual local market conditions exist; or

An applicant's last job paid substantially less than a previously held job directly related to the grant funded position for which the applicant is being considered; or

The applicant will have supervisory responsibility and will be held accountable for the work of others. Requests for exceptions in this situation should include a description of the size and composition of the subordinate staff and the variety and complexity of work such staff performs.

C. Graded Salary Structure

GENERAL

It is the policy of the Department of Criminal Justice Services that grant funded Victim/Witness Program Director, Victim/Witness Program Assistant Director, and Victim/Witness Program Assistant jobs be assigned salary grades in accordance with the a Graded Salary Structure.

DEFINITIONS

Salary Grade: A pay range which indicates the minimum and maximum salary rates authorized for each class. Each salary grade is uniform in length with an

approximate range of 52.7%. Each salary grade is separated by an approximate 9.3% difference.

Pay Step: A specific salary within a salary grade. There are twenty pay steps in each salary grade, each separated by approximately 2.25%.

IMPLEMENTATION

Staff performing tasks and duties and fulfilling the other responsibilities detailed in the Victim/Witness Program Director Model Position Description should normally be compensated at state salary **grade 11**.

Staff performing tasks and duties and fulfilling the other responsibilities detailed in the Victim/Witness Assistant Program Director Model Position Description should normally be compensated at state salary **grade 10**.

Staff performing tasks and duties and fulfilling the other responsibilities detailed in the Victim/Witness Program Assistant Model Position Description should normally be compensated at state salary **grade 6**.

NOTE: The Victim/Witness Program Director and Victim/Witness Program Assistant Director positions were RE-GRADED, effective July 1, 1997. (Director: grade 9-11; Assistant Director: grade 8-10; Assistant: established at grade 6).

D. Summary of Victim/Witness Positions Eligible for Funding

V/W Program Director

To reduce the trauma of victimization and encourage crime victims to cooperate with and participate in the criminal justice system by providing direct services including information and assistance required by the Crime Victim and Witness Rights Act. Position provides and ensures that staff provide, explanation of the complexities of the criminal justice system, specialized counseling or social services or referral to such services, and information and direction in applying for services available, including benefits from the Criminal Injuries Compensation Fund. Additionally, position performs program management functions including program development, staff supervision, and budget development.

V/W Assistant Program Director

To reduce the trauma of victimization and encourage crime victims to cooperate with and participate in the criminal justice system by providing direct services including information and assistance required by the Crime Victim and Witness Rights Act. Position provides explanation of the complexities of the criminal justice system, specialized counseling or social services or referral to such services, and information and direction in applying for services available, including benefits from the Criminal Injuries Compensation Fund. Additionally, position may perform program management functions, including staff supervision, and serves as program director in the director's absence.

V/W Program Assistant

To reduce the trauma of victimization and encourage crime victims to cooperate with and participate in the criminal justice system by providing direct services and clerical and other program support services essential to the delivery of direct services required by the Crime Victim and Witness Rights Act. Position provides written materials to victims and witnesses which explain how to obtain the program's services and summarize victim and witness rights. Position assists victims in completing victims' compensation applications. Position maintains 24-hour docket line; provides disposition information to victims and witnesses; provides information and assistance to facilitate notice of judicial proceedings and prisoner status. Additionally, position performs administrative activities including: drafting correspondence; maintaining client and program records; producing programmatic, statistical, and financial reports; and coordinating delivery of services.

Position Title	Knowledge Skills & Abilities	Special Licenses	Education or Training	Level and Type of Experience
V/W Program Director	<p>Considerable knowledge of the criminal justice system - state & local.</p> <p>Working knowledge of case management, counseling and crisis intervention techniques.</p> <p>Demonstrated ability to provide social services and assistance to clients and make referrals following assessments; to manage multiple assignments and deadlines; to interpret and explain policies and procedures; to work effectively with people; and to communicate effectively both orally and in writing.</p>	Virginia driver's license may be required.	Graduation from college or university with major course work in social science, criminal justice, or related field.	Experience which involves counseling; direct delivery of human services; involvement in court or legal services; or managing caseloads in a human service environment. Program management experience is preferred but not required.
V/W Program Assistant Director	<p>Working knowledge of the criminal justice system -- state/local.</p> <p>Working knowledge of case management; & crisis intervention techniques.</p> <p>Demonstrated ability to assist clients and make referrals following assessments; to interpret and explain policies and procedures; to work effectively with people; and to communicate effectively both orally and in writing</p>	Same as Above	Graduation from high school and completion of college level courses in social science, criminal justice, or related experience.	Some experience in direct delivery of human services.
V/W Program Assistant	<p>Some knowledge of the criminal justice system--state & local.</p> <p>Some knowledge of case management techniques.</p> <p>Demonstrated ability to work effectively with people; and to communicate effectively both orally and in writing.</p>	Same as Above	Graduation from high school	Some experience in delivery of human services.

Note: An equivalent combination of training and experience indicating possession of the preceding knowledge and abilities may substitute for education and experience. (02salary policies – Attachment 2.doc)

Attachment 2

**FY2002 Salary Structure
V/W Assistant
Grade 6**

Column 1	Column 2	Column 3
Step	<u>FY2001</u> Salary Requested (7/1/00 - 6/30/01) (12 Months) <u>FY2001</u> Salary	Current Annual Pay Rate Effective 12/1/00 AND To Be Requested For FY2002
1	\$20,187	\$20,455
2	\$20,641	\$20,915
3	\$21,106	\$21,386
4	\$21,582	\$21,868
5	\$22,068	\$22,361
6	\$22,564	\$22,864
7	\$23,072	\$23,379
8	\$23,592	\$23,905
9	\$24,124	\$24,444
10	\$24,667	\$24,995
11	\$25,222	\$25,557
12	\$25,791	\$26,134
13	\$26,372	\$26,722
14	\$26,966	\$27,324
15	\$27,573	\$27,939
16	\$28,194	\$28,568
17	\$28,828	\$29,211
18	\$29,478	\$29,870
19	\$30,142	\$30,542
20	\$30,821	\$31,231

NOTE:

The above salary scale reflects salaries which became effective December 1, 2000. This scale will remain in effect throughout FY2002, unless the state budget is amended.

Should the state budget be amended to include salary increases for the state workforce, DCJS will support salary increases of the same average size and at the same time as increases provided to the state workforce.

Prior to finalizing your budget PLEASE re-check the DCJS website (www.dcjs.state.va.us) to see whether salary increases have been approved.

Attachment 2

**FY2002 Salary Structure
V/W Assistant Director
Grade 10**

Column 1	Column 2	Column 3
Step	<u>FY2001</u> Salary Requested (7/1/00 - 6/30/01) (12 Months) <u>FY2001</u> Salary	Current Annual <u>Pay Rate</u> Effective 12/1/00 AND To Be Requested For FY2002
1	\$28,828	\$29,211
2	\$29,478	\$29,870
3	\$30,142	\$30,542
4	\$30,821	\$31,231
5	\$31,515	\$31,934
6	\$32,225	\$32,653
7	\$32,951	\$33,389
8	\$33,693	\$34,141
9	\$34,452	\$34,910
10	\$35,227	\$35,696
11	\$36,021	\$36,500
12	\$36,832	\$37,322
13	\$37,663	\$38,163
14	\$38,511	\$39,022
15	\$39,378	\$39,901
16	\$40,265	\$40,800
17	\$41,172	\$41,719
18	\$42,099	\$42,659
19	\$43,048	\$43,620
20	\$44,017	\$44,602

NOTE:

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Attachment 2

FY2002 Salary Structure

V/W Director

Grade 11

Column 1	Column 2	Column 3
Step	<u>FY2001</u> Salary Requested (7/1/00 - 6/30/01) (12 Months) <u>FY2001</u> Salary	Current Annual Pay Rate Effective 12/1/00 AND To Be Requested For FY2002
1	\$31,515	\$31,934
2	\$32,225	\$32,653
3	\$32,951	\$33,389
4	\$33,693	\$34,141
5	\$34,452	\$34,910
6	\$35,227	\$35,696
7	\$36,021	\$36,500
8	\$36,832	\$37,322
9	\$37,663	\$38,163
10	\$38,511	\$39,022
11	\$39,378	\$39,901
12	\$40,265	\$40,800
13	\$41,172	\$41,719
14	\$42,099	\$42,659
15	\$43,048	\$43,620
16	\$44,017	\$44,602
17	\$45,008	\$45,607
18	\$46,022	\$46,634
19	\$47,059	\$47,684
20	\$48,118	\$48,758

NOTE:

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Prior to finalizing your budget PLEASE re-check the DCJS website (www.dcjs.state.va.us) to see whether salary increases have been approved.